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ABSTRACT

Focus is on the organization of the college, its faculty and administrative staff, and its facilities in this 1975 handbook. The nature and mission of the college is described along with its establishment. Administrative personnel and their duties are outlined. Details are offered on library services, health services, administrative procedures and services, duties and responsibilities of faculty, personnel policies and regulations, including leave regulations, instructional staffing, and health, retirement and faculty welfare benefits. Community facilities, lounge and recreation areas are also mentioned, and admissions and financial aid offices are described. (LBH)

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CITY UNIVERSITY OF NEW YORK

MEDGAR EVERS COLLEGE

FACULTY HANDBOOK

HE 007 211

1150 CARROLL STREET
BROOKLYN, N.Y. 11225

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FACULTY HANDBOOK

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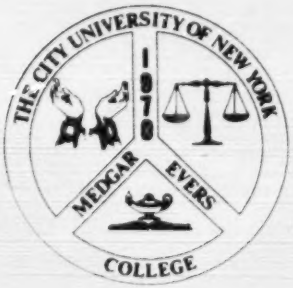
Prepared by the Office of the Dean of Faculties Fall, 1975



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MEDGAR EVERS COLLEGE
FACULTY ORIENTATION

SEPTEMBER 2, 1975

Presiding	Dr. Wendell E. Clement, Dean of the Faculties & Deputy to the President
Location:	Brooklyn Prep, Room 208
10:00	Opening Remarks - President Richard D. Trent Welcome - President of Student Government - Mr. Earl Davis
10:15	Introduction of Chairpersons and New Staff - Dean Wendell Clement
10:30	Space and Facilities Arrangements for 1975-76 - Dean J. Grant
10:45	Budget - Dean Don Watkins & Staff
11:45	Contract Negotiations - Dean Don Watkins
12:00	Lunch
1:30	Academic Advisement - Dean Wendell Clement
2:00	College-Wide Requirements in Academic Development - Dr. Roderick Loney
2:30	College-Wide Requirements in English - Prof. Elizabeth Harrell
2:45	College-Wide Requirements in Mathematics - Dr. Darius Movasseghi
3:00	College-Wide Requirements in Logic followed by a demonstration - Prof. Tobin Barrozo

SEPTEMBER 3, 1975

Presiding	Dr. Wendell E. Clement, Dean of the Faculties & Deputy to the President
Location:	Brooklyn Prep, Room 208
9:30	Overview of Student Services - Dean Dennis Johnson
10:00	The Counseling Function - Dean Don MaKuen and Prof. Dorothy Hopkins
10:30	Small Group Workshops - Topics to be discussed: a. Strategies and procedures for assisting students on probation. b. Motivation as an instrument for improving student performance
11:30	General Session - Dean Dennis Johnson
1:30	Adult and Continuing Education - Dean Marcella Maxwell
2:00	Library Resources - Prof. Robert Ford
3:30	Personnel Matters - Mrs. Jacqueline Jackson
4:30	Reception - Student Government

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Section 1

ABOUT MEDGAR EVERS COLLEGE

NATURE AND MISSION OF THE COLLEGE

DIVISIONS AND PROGRAMS

THE CITY UNIVERSITY OF NEW YORK

BOARD OF HIGHER EDUCATION

- Bylaws of the Board of Higher Education

THE CITY UNIVERSITY PRESIDENTS COUNCIL

NATURE AND MISSION OF THE COLLEGE

Historically, the function of the university in society is to (1) create knowledge, (2) disseminate knowledge, and (3) serve the community. However, these functions have varied in importance and in procedure for implementation during the course of history and within varying social contexts.

Medgar Evers College, in seeking to establish and define its unique mission, recognizes the balance between the historical function of a university and the milieu of the social setting in which it operates. Medgar Evers College originated from a perceived need on the part of the people in the Central Brooklyn Community. The Community itself requested a public college, presented requests to the Board of Higher Education, and continuously involved itself in the processes required to organize and to implement a college specifically designed to meet the Community's special needs.

After many discussions and much involvement by community residents, the Board of Higher Education agreed in 1967 that the area should have a new college, Community College Number Seven. In February 1968, the Board of Higher Education announced that the college would be located in the Bedford-Stuyvesant area of Brooklyn.

In January 1969, the Board of Higher Education adopted a resolution changing Number Seven from a community college to a four-year college of professional studies offering both two and four-year degree programs. Dr. Richard D. Trent was appointed the first President of the College in February, 1970. During the Spring of 1970, a Community Advisory Committee was organized by the President. Following the recommendation of the Community Advisory Committee, the institution was named Medgar Evers College in memory of the courageous Black civil right leader killed in his native Mississippi in June, 1963.

Central Brooklyn consists of Bedford-Stuyvesant, Brownsville, Fort Greene, Ocean Hill, Williamsburg and parts of East New York and Crown Heights. Nearly 750,000 people live in these communities.

The special needs of the Central Brooklyn Community are based upon the population and the socio-economic environment therein. The major portion of

the residents in Central Brooklyn are minorities and include American Blacks, Hispanics, Haitians and West Indian groups, many of whom are recent immigrants. Many have suffered from the debilitative effects of segregation and discrimination in education, employment, and housing as well as problems of relocation. They have lived with problems of overcrowding, delinquency, crime, decaying neighborhoods, community health problems, inadequate schools and other recognizable urban problems which need special attention.

Although many of the College's students are residents of other boroughs of New York City, the majority reside in Central Brooklyn. They share the same multiplicity of problems as the residents in the immediate community surrounding the College. According to the College's statistics, the average student at Medgar Evers College is older than those enrolled in other units of the City University. And, because of their life experiences, they are keenly aware of urban and behavorial problems within the inner city. While the students bring to the College a rich background in work and life experiences, they are often in need of special consideration for skill development in traditional academic areas and assistance with social or personal problems such as housing or financial aid.

They seek to achieve self-actualization within the immediate community in which they live and in the broader world as well as through the development of knowledge, skills, and attitudes that will prepare them to compete in the professional job market, to enjoy greater decision-making for their own individual concerns, and to effectively participate in social change in the present and future society.

Medgar Evers College seeks to provide a warm, collegiate surrounding with the highest possible quality of education which will not only attract students of the Central Brooklyn Community, but which will provide them with the environment, supportive services, and the academic programs that can enable them to successfully develop as individuals who are not only competent and successful, but who enjoy the full quality of life. Five points for consideration in determining the mission and goals were:

1. The College accepts a wide range of student entry-level needs.

2. The College seeks to prepare students for mobility in relation to time and space with respect to knowledge and skills needed.

3. The College seeks to assist students toward self-actualization and interaction in a dynamic and changing work society.

4. The College seeks to act as an energizer or change-agent in the community.

5. The College maintains flexibility in the incorporation of students' experiential resources as the building blocks for achievement of academic skills and in teaching/learning activities.

Recognizing the nature and function of Medgar Evers College, the mission can be stated. From the mission statement, broad goals and specific objectives are determined. These goals and objectives can then be evaluated to determine the extent to which Medgar Evers College is achieving the mission as perceived by the College and the community within the jurisdiction of the City University of New York. Therefore, the mission of the College is:

1. To meet the needs and interest of a unique studentbody comprised of persons primarily from Central Brooklyn, recognizing that these students bring a rich experiential background.

2. To recognize the life-long education needs in today's society and at the same time meet the needs and interests of members of the Central Brooklyn Community who seek self-development and improvement in the quality of life.

3. To interact with the Central Brooklyn Community a dynamic and changing area, for positive development by being responsive to its needs.

THE GOALS ARE:

1. Development of a strong professional career-oriented curriculum without neglecting the liberal education of the student. Medgar Evers College is dedicated to increasing the number of professionally prepared people in the inner city. It seeks to break the traditional cycle of mutual rejection between the economically and educationally deprived persons and institutions of higher education.

2. Mastery of the basic skills of communications and reasoning, such as reading, writing, speaking, computational operations and problem-solving.

3. Knowledge of and appreciation for one's cultural heritage and capacity for creativity, recreation, and self-renewal. This includes knowledge of major art, musical, literary, and drama forms, appreciation of the diversity of mankind's cultural and historical heritage, and development of individual creative talent.

4. Understanding the sociopolitical processes of society in order to participate effectively in and contribute to these processes in both the broader society and in the inner city from which our students come.

5. Understanding of, respect for, and ability to relate to other peoples in terms of self-understanding as well as appreciation for those of different sex, origins, cultures, and aspirations.

6. A commitment to life-long education and development of programs, courses, and activities to meet the needs and interests of our students.

7. Responsive to the educational concerns of the surrounding communities. To ensure a greater responsiveness to community needs, representatives from the Brooklyn community play an active part in College planning.

DIVISIONS AND PROGRAMS

Medgar Evers College is organized into seven academic divisions: Natural Sciences, Academic Development, Health Sciences, Social Sciences, Humanities, Business and Secretarial Science, and Teacher Education. In addition, the College has four programs: Continuing Education, Health and Physical Education, Public Administration, and Special Programs. The basic administrative and instructional unit is the division. Every division and program develops and recommends the educational policies of the division or program, subject to the approval of the Faculty Curriculum Committee and the College Council in accordance with provisions of the Bylaws. Each division and program has an appointment committee to

consider personnel actions and may establish other committees as it deems necessary.

The division chairman is elected by members of the instructional staff of the division who have faculty rank, subject to the approval of the President and the Board of Higher Education. The division chairman is responsible for assigning courses and arranging staff programs, initiating department policy considerations, preparing the division budget and evaluating staff. The divisional chairman, however, does not make the decision to recommend for appointment, reappointment, or promotion alone. The division Committee on Personnel and Budget must make recommendations on appointments, reappointments and promotions prior to the chairman's recommendations.

THE CITY UNIVERSITY OF NEW YORK

The City University of New York (CUNY) is the largest public municipal university in the world. It comprises almost 200,000 students enrolled in a total of 20 units: ten senior colleges, eight community colleges, and an affiliated medical school and a graduate center which offers doctoral programs in 25 academic disciplines.

The seed of the City University was planted in 1847 when the people of New York City decided by referendum to provide tuition-free higher education to the city's poor youth via the Free Academy (now City College). Other institutions of free higher education were created throughout the years to meet the growing needs of the population. In 1961 the existing four municipal colleges were incorporated into the City University of New York. Since then, several other units have been added. The City University is supported largely by public funds from the City of New York and the State of New York.

Throughout its history, the goal of the City University has been to provide quality tuition-free education to the city's youth. The Open Admissions Program, begun in 1970, now offers to every New York City high school graduate a post-secondary education in one of its senior or community colleges or various skills centers. The University has also embarked upon one of the nation's largest programs

of supportive services to academically disadvantaged students via its College Discovery and SEEK (Search for Education, Elevation, and Knowledge) Programs.

Today the following institutions comprise the City University: The City College; Hunter College; Bernard M. Baruch College; Brooklyn College; Herbert H. Lehman College; Queens College; New York City Community College; Staten Island Community College; Bronx Community College; Queensborough Community College; Kingsborough Community College; Borough of Manhattan Community College; John Jay College of Criminal Justice; Richmond College; York College; Medgar Evers College; Fiorello H. LaGuardia Community College; and Eugenio Maria de Hostos Community College. In addition, there is the Graduate Center and, by affiliation, Mount Sinai School of Medicine.

BOARD OF HIGHER EDUCATION

The Board of Higher Education is composed of ten appointed members and the President of the Board of Education who serves ex officio. Seven of the members including the Chairman is appointed by the Mayor of the City of New York. Three including the Vice Chairman are appointed by the Governor of New York State. The Board formulates overall policy for the City University and its constituent colleges. The Chancellor, who is the chief administrative officer of the City University of New York, and the Presidents of the constituent institutions implement and carry out the policies.

Bylaws of the Board of Higher Education

The Board's Bylaws are the regulations which govern the operation of The City University. Information such as the general plan of operation of Medgar Evers College and the regulations relating to appointment, reappointment, promotion, tenure and salary schedule will be found in these Bylaws.

(A copy of the Bylaws is available in the Medgar Evers College Library for reference.)

THE CITY UNIVERSITY PRESIDENTS COUNCIL

The Council of Presidents is composed of the Chancellor, as its permanent Chair-

man, the Deputy Chancellor, the Presidents of all the City University colleges and the President of the Mount Sinai School of Medicine.

Subject to Board approval, the Council formulates and periodically revises a coordinated Master Plan and indicates for each constituent institution its specific function in this city-wide plan of higher education; presents to the Board recommendations on scope, procedures and policies that affect more than one of the constituent colleges; recommends to the Board plans for the development of total physical properties which will further the general educational program; and advises the Chancellor on operating and capital budgets of the entire college system.

Section 2

ORGANIZATION OF THE COLLEGE

THE PRESIDENT

THE MEDGAR EVERS COLLEGE COMMUNITY COUNCIL

MEDGAR EVERS COLLEGE PRESIDENTS CABINET

DEAN OF FACULTIES AND DEPUTY TO THE PRESIDENT

DEAN OF ADMINISTRATION

DEAN OF STUDENTS

DEAN OF CONTINUING EDUCATION

THE COLLEGE COUNCIL

COLLEGE COMMITTEE ON PERSONNEL AND BUDGET

LIBRARY SERVICES

HEALTH SERVICES

ADMINISTRATIVE PROCEDURES

ADMINISTRATIVE SERVICES

THE PRESIDENT

The President is responsible for conserving and enhancing the educational standards and general academic excellence of the College. Such responsibility includes the duty to make recommendations to the Board of Higher Education on appointments, promotions and tenure.

THE MEDGAR EVERS COLLEGE COMMUNITY COUNCIL

The College's Community Council, which is comprised of elected officials, representatives of community organizations, and lay persons from the Brooklyn area as well as faculty and student representatives, is an important component in the development of the College. The Council meets monthly with the President and advises him on several phases of College operations including personnel selection, curriculum, space and fund-raising for student aid and program development.

MEDGAR EVERS COLLEGE PRESIDENT'S CABINET

The President's Cabinet coordinates and implements policies most directly related to the purposes and aims of the College such as: maintaining and enhancing educational standards; coordinating overall planning and evaluation; general supervision of the students, employees and faculty, and maintaining favorable relations with the Board of Higher Education, the Community Council and the Central Brooklyn Community. Membership of the Cabinet comprises the President and all the deans of the College.

DEAN OF FACULTIES AND DEPUTY TO THE PRESIDENT

The Dean of Faculties and Deputy to the President reports directly to the President and acts for the President as designated. His primary responsibility is to provide leadership in developing academic excellence and establishing educa-

tional policy. Curricula, faculty instruction, library resources, and academic standards are matters of major concern to the Office of the Dean of Faculties. Other responsibilities include supervision of the Office of Admissions, Data Processing, the Office of the Registrar, Physical Education and Summer Programs.

DEAN OF ADMINISTRATION

The Dean of Administration is responsible for the development and supervision of the following areas: business and fiscal affairs, personnel operations, security and safety, campus planning and development, facilities operation, grants and College development, and maintenance. He chairs the College's Personnel and Budget Sub-committee on the budget, is the President's Labor Designee, and is responsible for contract administration and compliance.

DEAN OF STUDENTS

The Dean of Students is responsible for directing and coordinating student-related functions such as orientation of new students; financial aid; career, vocational, and personal counseling; student activities and organizations; placement; health services, and veterans services.

Under the chairmanship of the Dean of Student Services, various offices of the College provide Medgar Evers students with counseling and student life services.

Each Medgar Evers Student is assigned to a counselor who offers help in resolving vocational, educational and personal problems during the student's career at the College. Research has revealed that the average student changes his educational or vocational plans at least once during his college career. Therefore, it is our belief that all students can benefit from counseling. Counseling may also help a student to develop more satisfying personal and social adjustments, both in and out of college.

Counselors are located at the following three campuses: Carroll and Dean Streets, and Eastern Parkway. The Educational Testing Services often can help the student and his counselor understand the variety and range of the student's abilities and interests, the level of college work that can be pursued successfully, and the

additional preparation needed to attain goals for which previous training may not have been adequate. Counselors make referrals of students to the testing service and then discuss the test results with the student. Students should be encouraged to visit their counselor whenever necessary. A copy of the *Counseling and Student Life Pamphlet* may be obtained from the counselor's office.

DEAN OF CONTINUING EDUCATION

The Dean of Continuing Education is responsible for non-credit programs for adults.

THE COLLEGE COUNCIL

The Medgar Evers College Council was established as the legislative body of the College with authority to determine College policy on all matters not reserved now or thereafter by Education Law or Board of Higher Education Bylaws to the President of Medgar Evers College, to other officers or duly constituted bodies of the College or The City University, or the Board of Higher Education.

COLLEGE COMMITTEE ON PERSONNEL AND BUDGET

The Committee on Faculty Personnel and Budget consists of: The Deans of Faculties, Administration and Student Services; Divisional Chairmen; Chief Librarian; students and faculty representatives and others who may be invited under the chairmanship of the President. Major responsibilities of this committee are: making recommendations to the President for appointment, reappointment, tenure and compensation; recommending other fiscal actions related to the development of the college's faculty, staff and academic programs; making recommendations with respect to the College's tentative annual budget within the period prescribed by the Chancellor or the Board of Higher Education.

After considering the recommendations of the committee on Faculty Personnel and Budget, the President submits his final recommendations to the Board of Higher Education for action.

LIBRARY SERVICES

The Medgar Evers College Library is part of the library system of the City University of New York (CUNY) comprising nineteen other libraries and the Graduate Center. In all, some 2,000,000 volumes are housed in the various libraries of the City University. Medgar Evers is also part of a system known as the Academic Libraries of Brooklyn (ALB), an organization of nine academic libraries in the downtown Brooklyn area.

When the College opened in September, 1971, the Library began serving the faculty and students on the second floor of the Masonic Temple at 317 Clermont Avenue, Brooklyn. The collection then consisted of 22,000 volumes loaned to us by the Kingsborough Community College. This collection has since been returned to Kingsborough. During the second year the main Library was opened and housed on the second floor of the former Brooklyn Prep School, 1150 Carroll Street, Brooklyn. In 1974 the Library was moved to the Santini Building, Bedford Avenue and Eastern Parkway, where it will remain until the permanent campus is built.

The rapidly growing College Library collection, now in excess of 50,000 available volumes, is placed on open stacks arranged according to the Library of Congress system (mixed notations of letters and numbers). The Public Card Catalog is divided into two parts: author-title and subject. *Temporary Slips* for books on order are inter-filed in the card catalog, thus enabling patrons to become knowledgeable about all materials on order.

A. SELECTION AND ACQUISTION

The *Book Order Recommendation* form is distributed to each department at the beginning of each semester. Any material for the Library ordered by the faculty members should be approved by the proper division chief. These forms may be obtained also from the various librarians and the Circulation Desk. The approved request is forwarded to the Acquisitions Librarian. A Materials Selection Committee, composed of members of the Library staff, is responsible for all other acquisitions. A copy of the Materials Selection Policy Statement has been sent to each division.

B. RUSH BOOKS

Rush orders are handled prior to normal orders, but caution should be used in requesting special service since its processing is rather costly. A minimum period of time of one month must be allowed to order all rush books. The procedure is the same as for regular book orders.

C. BORROWING PRIVILEGES

Upon presentation of proper identification, faculty and administration members may borrow books from the general collection for one semester. Books not in demand may be renewed for another semester by checking them out again at the Circulation Desk. If a renewed book has been requested by someone else, it will be recalled. All books and Library materials should be returned before a staff member goes on leave, vacation or terminates employment. Faculty and administrative staff are entitled to borrow books from other CUNY libraries by means of a Library Introduction card, which may be obtained through the Library Public Services Department.

D. RESERVE BOOKS

All items (books, articles, cassettes, etc.) needed for reserve use should be requested at least three months in advance from the Circulation and Reserve Librarian. This includes textbooks of which a limited number is ordered. Multiple copies of textbooks for classroom use are handled through the office of the Dean of Administration. Request forms for reserve books may be obtained from the office of the division chairman or the Circulation and Reserve Department. Faculty members, if they wish, may also place their own personal copies of books on reserve. Such books will be returned to them at the end of the semester. After a certain period, unless otherwise indicated, reserve copies may circulate on an overnight basis.

E. REFERENCE SERVICE

A Reference Librarian is on duty in the Main Reading Room to assist patrons in the use of all reference resources and to provide information services. Advance

notice of class research assignments is requested to insure better distribution and utilization of library materials. Faculty members are also requested to send their class syllabi to the Public Services Department so that materials listed may be considered for inclusion in the Library's collection.

F. INTER-LIBRARY LOAN

Books may be borrowed from other libraries by the submission of a request to the Inter-Library Loan Librarian. Details concerning inter-library loans and application forms are available at the Reference Desk.

G. INSTRUCTIONAL SERVICES

Library policy requires that each member of the professional library staff participate in orientation and instruction in the use of library materials. Any faculty member who wishes to have group instruction provided for his class or members of his division should contact the Reference Department at least two weeks in advance of the date desired. Confirmation will be made two days before the scheduled appointment. At least three sessions are recommended for a class, and faculty cooperation is enlisted to insure maximum student participation.

H. AUDIO-VISUAL SERVICES

Media Services Department resources include motion pictures, film strips, slides, transparencies, phonograph and tape recordings, as well as the necessary equipment for the utilization of these materials. Requests for equipment, materials, or services should be made to the Department at least 48 hours in advance of the time needed.

The Media Services Department welcomes consultation with faculty members who wish to explore additional ways in which to enlist the use of audio-visual media for the improvement of instruction. Requests for purchase of new audio-visual materials and equipment are coordinated by the Chief Librarian's office in collaboration with the Media and the Acquisitions Librarians.

I. XEROX COPYING SERVICES

A coin-operated copying machine has been installed in the Library to facilitate service for faculty and students.

HEALTH SERVICES

The Medical Office offers emergency medical treatment and medical or health counseling to Medgar Evers students and faculty. A registered nurse is on duty during regular class hours at 1150 Carroll Street.

ADMINISTRATIVE PROCEDURES

Institutional procedures for change may involve one or both of two major mechanisms. Recommendations for change may originate with the College Master Plan Committee or the College Course and Study Committee. The Master Plan Committee is comprised of representatives from the community, administration, student body and faculty. Such recommendations are submitted to the All College Council for approval. The President then submits the recommendations to the City University of New York Master Plan which in turn submits them to the Board of Regents for approval.

Recommendations for change may also originate outside of the All College Council. Recommendations for new courses and programs may originate from individual students, faculty, and/or divisions. These recommendations are submitted to the Courses of Study Committee and then to the College Council and finally to the Board of Higher Education. Additional approval must be obtained from the State Board of Education and the Board of Regents. The Community Council and Administrative Personnel may make recommendations for change directly to the President. Where such recommendations affect students, faculty or other segments of the College, the President solicits input from the affected constituencies in formulating his recommendations.

Medgar Evers College in its appointment, promotion and tenure procedures is governed by the Bylaws of the New York City Board of Higher Education and union contractual agreements. These Bylaws spell out criteria for appointment, promotion and tenure. Within this framework, however, some flexibility is possible. Recommendations for appointment originate with program coordinators after they have satisfied themselves that a candidate is a desirable addition to the staff. The candidate is then interviewed by the division chairman and the

divisional Personnel and Budget Committee. The recommendation is forwarded to the college-wide Personnel and Budget Committee for approval and then to the President who makes his recommendation to the Board of Higher Education. In the case of appointments to professorial ranks, the candidate is also interviewed by the Dean of Faculties and/or the college-wide Personnel and Budget Committee. Program coordinators are encouraged to involve faculty in the interview and evaluation process during the initial stages of the appointment and to seek their advice and recommendations.

According to the Bylaws of the Board of Higher Education, tenure is granted after five years of continuous service. Recommendations for granting tenure originate with program coordinators and are submitted through channels for approval. This includes the division chairmen, the Personnel and Budget Committee and the Board of Higher Education. Similar procedures are followed in the case of promotions.

A minimum of two classroom observations are made each year to evaluate teaching performance. Faculty are evaluated by their peers as well as program coordinators and division chairmen.

In addition, student evaluations are administered and taken into account in the overall evaluations. Program coordinators are urged to recommend exceptional teachers for merit increases.

ADMINISTRATIVE SERVICES

A. MAIL SERVICE

The mail room, located at 402 Eastern Parkway, processes all interoffice, CUNY and incoming and outgoing U.S. mail. The College mail service should be used for official college business only. Pickups from each department are made on a routine basis—once in the morning and once in the afternoon. Arrangements may be made through the department secretary for forwarding mail during vacation periods or leaves of absence.

B. DUPLICATING

The Central Duplicating unit is located at 402 Eastern Parkway. We have a fully equipped shop to serve your needs. All duplicating requests must be signed by the department head. Many departments also have their own equipment to handle small jobs.

C. TELEPHONE SERVICES

Our central switchboard telephone number is (212) 493-3641. Operators are on duty from 8:45 a.m. to 5:15 p.m. Monday through Friday. College telephone service should be used for official college business only. Instructions for users of the central switchboard as well as telephone numbers for offices not connected to this system appear in the COLLEGE TELEPHONE DIRECTORY published each fall.

D. SCHEDULING OF EVENTS OR MEETINGS

To reserve a meeting room or plan a special event, arrangements may be made through the Dean of Administration.

E. OFFICE SUPPLIES

Office supplies common to most departments are stored in the Office Services Department located on the ground floor at 402 Eastern Parkway. Each department secretary should have a supply booklet and requisition forms. All requisitions must be approved by the department head.

Section 3

FACULTY AND ADMINISTRATIVE STAFF

DUTIES AND RESPONSIBILITIES OF FACULTY

PERSONNEL POLICIES AND REGULATIONS

1

DUTIES AND RESPONSIBILITIES OF FACULTY

The following excerpts from the Bylaws of the Board of Higher Education explain the duties and responsibilities of the faculty:

A. PROFESSIONAL OBLIGATIONS OF THE FACULTY

Each full-time faculty member should view appointment to a college or university faculty position within the City University as a major professional commitment. This commitment obliges the faculty member in two ways: He or she is at once a member of the national and international world of learning, as well as a member of the City University community. The first responsibility of faculty, of course, is that of teaching, however, one should recognize the obligation to be regularly accessible for conferences with students, to participate in appropriate extracurricular undertakings, to serve on various college and university committees, university councils and other assemblies. The faculty member should constantly make all efforts to improve his or her professional standings through study and thought and also through activities such as research, publication, attendance at professional conferences, and the presentation of papers and lectures. Such professional involvements should be undertaken with a view toward increasing the value of faculty activities as members of the City University community, equipping faculty to participate in significant educational innovation as well as enhancing professional stature.

B. ACADEMIC OBLIGATION OF THE FACULTY

The faculty shall meet at least once during each semester or more often upon request by the President or by petition of ten percent of its members. The faculty shall be responsible and subject to guidelines as established by the Board for the formulation of policy relating to the admission and retention of students including health and scholarship standards, student attendance including leaves of absence, curriculum, awarding of college credit and granting of degrees. It shall make its own bylaws, consistent with the Board of Higher Education Bylaws, and conduct the educational affairs customarily cared for by a college faculty. The President shall preside at the meetings, or in his absence the Dean of Faculties or a dean designated by the President.

PERSONNEL POLICIES AND REGULATIONS

A. LEAVE REGULATIONS

Annual Leave

1. Full-time teaching members of the faculty (Professors, Associate Professors, Assistant Professors, Instructors and Lectures): period of annual leave is from the day following Medgar Evers College commencement to the first day of the following September.

2. Full-time counseling members of the faculty, College Laboratory Technicians, HEO Title Series, Registrar Title Series and Business Manager Series receive 25 work days per year.

3. Full-time Library faculty (Professors, Associate Professors, Assistant Professors, Instructors and Lecturers) receive 30 work days per year.

Temporary Disability or Parental Leave

Temporary disability is defined as any temporary physical or mental incapacity of health including pregnancy, complications of pregnancy and childbirth. Members of the instructional staff shall be granted temporary disability leave of twenty calendar days during each year of service, exclusive of Saturdays, Sundays, holidays and recesses. The unused portion of this sick leave is cumulative to a maximum of 160 days.

Special Leaves for Child Care

Special leaves for the purpose of caring for a newborn infant shall be granted to a member of the Instructional Staff upon notification to the President and application for such leave, provided the applicant has legal responsibility for the care and/or support of said child. Such leave shall, insofar as it is practicable, begin on February 1 or September 1, unless the date of the birth of the child is such as to render these times inappropriate. The duration of the leave shall ordinarily be for one full semester. In exceptional cases, the President may terminate such

leave during the college term, provided there is an appropriate opening in which the applicant's service may be utilized. An extension of such leave shall be permitted on request for a period not in excess of one year from the end of the original leave. No further extension shall be permitted. Leaves for the purpose of caring for a newborn infant shall be granted without pay during the period of the leave, including the vacation period concomitant to the leave. If the leave is for one semester only, the loss of paid vacation shall be for one month only. If the leave is for two semesters, both months of vacation shall be without pay. If the duration of the leave is one year or more, it shall not be credited toward salary increments.

Leave for Special Purposes

Special leave for emergency purposes of not more than 10 working days with pay may be granted by the President at his discretion. Other special leaves for study research, etc. may be requested. Such leave, if granted, would be taken without pay. Requests for leave should be discussed with Division Chairmen and formally submitted to the President in writing through appropriate channels.

Jury Duty

When appropriate, a request for excuse from jury duty during the academic year may be forwarded to the division chairman. Instructional staff members who do serve jury duty will receive their regular salary provided that they remit an amount equal to the compensation received for jury duty. The division should be notified of such service.

B. INSTRUCTIONAL STAFF TITLES

The Board of Higher Education Bylaws permits the University colleges to employ persons in the following INSTRUCTIONAL STAFF titles:

President
Vice-President
Dean
Associate Dean

Assistant Dean
Distinguished Professor
Professor
Associate Professor
Assistant Professor
Visiting Professor
Visiting Associate Professor
Instructor
Instructor (Nursing Science)
Lecturer (Full-Time)
Adjunct Professor
Adjunct Associate Professor
Adjunct Assistant Professor
Adjunct Lecturer
Research Associate
Research Assistant
Clinical Assistant
Registrar
Associate Registrar
Assistant Registrar
College Laboratory Technician
Chief College Physician
College Physician
Higher Education Officer
Higher Education Associate
Higher Education Assistant
Assistant to Higher Education Officer
Higher Education Intern
Business Manager
Assistant Business Manager
Assistant to Business Manager
Placement Director
Educational and Vocational Counselor

C. HEALTH RETIREMENT AND FACULTY WELFARE BENEFITS

Health Insurance

All eligible staff members may select one of the following three basic health plans, which are fully underwritten by the City of New York:

1. GHI Type E, Blue Cross and Type E Major Medical.

2. Health Insurance Plan of Greater New York (HIP) and Blue Cross.

3. Group Health Insurance (GHI) and Blue Cross.

Extended benefit options must be paid by the employee through payroll deductions.

Eligibility: Full-time staff appointed on an annual salary basis.

Retirement Plans

All full-time staff members who receive annual salaries are required to elect membership in one of the following retirement plans:

1. New York City Teachers Retirement System (TRS).

2. Teachers Insurance and Annuity Association and the College Retirement Equities Fund (TIAA/CREF).

Membership in one of the above systems is mandatory for all eligible staff.

Election of a retirement system must be made within thirty calendar days of the date of their initial appointment. A member of the staff who fails to make an election within this period is automatically deemed to have elected membership in TRS.

Eligibility: Full-time staff on annual salary basis.

Faculty Welfare Benefits

Faculty Welfare Fund Benefits are paid for by the City University Faculty Welfare Fund. Benefits include the following:

1. TIAA - Major Medical, provided free of cost for participants in either GHI or HIP basic health plan.

2. Additional Blue Cross Benefits supplements BC/GHI Type E Major Medical basic program.

3. Blue Cross Coverage for children of faculty members who are full-time students between the ages of 19 - 23.

4. Group Life Insurance (TIAA), provides $15,000 of level group term life insurance.

5. Disability Insurance (TIAA), effective one year after life insurance.

6. Family Dental Plan (Equitable Life Assurance Society).

7. Optical Plan.

All above Faculty Welfare benefits except Disability Insurance, become effective on the first of the month coinciding with or next following entry into an eligible class.

Eligibility: All full-time instructional staff members, who become eligible for all Faculty Welfare Benefits (except Disability Insurance) at the beginning of their second annual appointment.

Employee Blood Credit Program

1. Extended coverage (donation of one pint of blood per year).

2. Limited coverage ($3.00 per year). All staff eligible for Faculty Welfare Fund benefits are not required to pay the $3.00 annual fee.

Blood credit claims by eligible staff and their family may be made throughout the world.

Further information and details on all benefits will be provided by the Personnel Office.

Section 4

FACILITIES OF THE COLLEGE

NOTES:

FACILITIES OF THE COLLEGE

Medgar Evers College facilities are spread over a distance of three to four miles in Central Brooklyn and comprised of the following:

BROOKLYN PREP

This building is located at 1150 Carroll Street and is considered the main campus. The building is divided into three areas, Wing 'A', Wing 'B', and Wing 'C'. Wings 'B' and 'C' are presently undergoing renovation and makeshift classrooms have been temporarily established in Wing 'A'. Also, Wing 'A' consists of administrative offices, conference rooms, faculty offices, laboratories, a student lounge and medical office. Completion of the construction in Wings 'B' and 'C' is scheduled for the summer of 1975. When fully renovated, the instructional areas will be comprised of twelve recitation classrooms, a nursing laboratory, laboratories for chemistry, biology and physics, television and radio studios, an open classroom facility for teacher education, and gymnasium and pool facilities. The gymnasium will double as a multi-purpose room and cafeteria facilities will be available for students and faculty.

Administrative space consists of offices for the President and his staff, Dean of Administration, Dean of Faculties and Dean of Students. Other office areas accomodate the Registrar, College Relations, Computer Center, Office of Personnel, Security Office, Campus Facilities, Student Government, and Buildings and Grounds. Faculty occupies office space in Wing 'A' and will occupy office space in Wing 'B'. The Division of Health Science and Division of Natural Science and Mathematics are located in Wing 'A' and other divisions not yet designated will be housed in Wing 'B', with additional offices for administrators, secretaries and counselors.

For the 1974-75 Academic Year, seven makeshift classrooms (lab, conference

rooms and reading room converted into classroom) were operational, and 115 class hours were generated per week out of these transitional facilities, between the hours of 8:30 a.m. and 6:30 p.m. for an effective utilization of 35%.

SANTINI BUILDING

This structure is located at 402 Eastern Parkway and is a renovated, fully air-conditioned rental building. Eight classrooms and seven non-science laboratories make up the instructional area of the building. The specialized laboratories consist of art rooms, a language laboratory, a music room, typing and statistics rooms, and a multi-media laboratory. Student and faculty/staff lounges are available.

In addition to the instructional areas, this building also houses the college Library, the offices of the Division of Business and Secretarial Science, Division of Humanities, and the Business Office.

This facility also houses the Division of Continuing Education, which coordinates a number of the college's evening courses.

ST JOSEPH'S SCHOOL

This facility is located at 685 Dean Street, and was formerly a preparatory school operated by the Catholic Archdiocese of Brooklyn. The structure is now rented by Medgar Evers College on an annual basis. Eighteen classrooms and a small number of faculty offices make up the building. The structure contains no labaratories or specialized rooms. This building is the largest single unit of recitation classrooms operated by the College. The classrooms are large and can accomodate up to 40 students each. Although classes in all divisions are held in this building, the largest percentage of students using the facility are in the Division of the Social Sciences.

Because of the limited space available for faculty offices in the St. Joseph's school, the College has rented an adjoining convent building to provide the needed office space. St. Joseph's convent houses approximately 25 faculty members and has two seminar rooms.

ADMISSIONS AND FINANCIAL AID OFFICES

The Office of Admissions previously located at 244 Rogers Avenue, and the Office of Financial Aid, formerly located at 1127 Carroll Street, are now in the 'B' Wing of the 1150 Carroll Street campus.

COMMUNITY FACILITIES

In order to meet the needs of the working student, afternoon and evening classes are held at locations that permit the student to select courses that he or she might not otherwise be able to obtain. Evening classes are conducted in Public Administration at I.S. 10, (located at 147th Street and 7th Avenue, Manhattan), at 2 Lafayette Street (in the office of the Housing and Development Administration) at the Human Resources Administration Office (at 109 East 16th Street, Manhattan), and one classroom is made available to the College at Restoration Corporation Building (on Fulton Street, Brooklyn) and another at 1174 Bedford Avenue, Brooklyn.

FACILITIES FOR THE HANDICAPPED

The College has been making every effort to provide adequate facilities for the handicapped student. In the leased facilities the College has not been able to provide adequate facilities for the handicapped student. However, new entrance ramps have been installed at 1150 Carroll Street, the facility owned by the College. Also, toilet compartments are designed to accomodate wheel chairs, and low drinking fountains and public telephones are being installed. Plans are proceeding to increase the size of room number signs, to purchase braille readers and to install additional ramps.

LOUNGE AND RECREATION AREAS

All instructional locations either have or shall have student lounge areas. The 402 Eastern Parkway facility has both student and faculty/staff lounges. The completed Wing 'B' and 'C' at Carroll Street will house adequate and well-designed lounge areas for faculty, students and staff. In addition, Wing 'B' and Wing 'C' will provide a recreational room for student use, adjacent to the Cafeteria. This room will be equipped with billiard tables, ping-pong tables, and lounge furniture. Vending machines will be available for the hours when the Cafeteria is closed. At the present time, Wing 'A' has a beautifully furnished student lounge area.

FOOD SERVICE

It is the responsibility of the College Student/Faculty Association to contract with a food service firm to provide hot and cold food service. Until the College Student/Faculty Association is formed, the College is using vending machines serviced by an outside vendor. To date, the Santini Building is the only building with vending machines. This system is used only for snacks and is not a desirable system in the long run. Upon complete renovation of the Brooklyn Prep Building, plans are to have hot and cold cafeteria service. The College Student/Faculty Association will contract with a catering firm to provide hot and cold food service.

PARKING

There are inadequate parking spaces available on College grounds for faculty, staff and students. At the Masonic Temple there are twenty-four parking spaces for faculty. At 1150 Carroll Street, there are about thirty parking spaces; however, the renovation has substantially reduced that number. The parking problems around the College Facilities have been a source of irritation for faculty, staff, students and the community. We have been unsuccessful in getting restricted parking zones around our College facilities from the New York City Traffic Department.